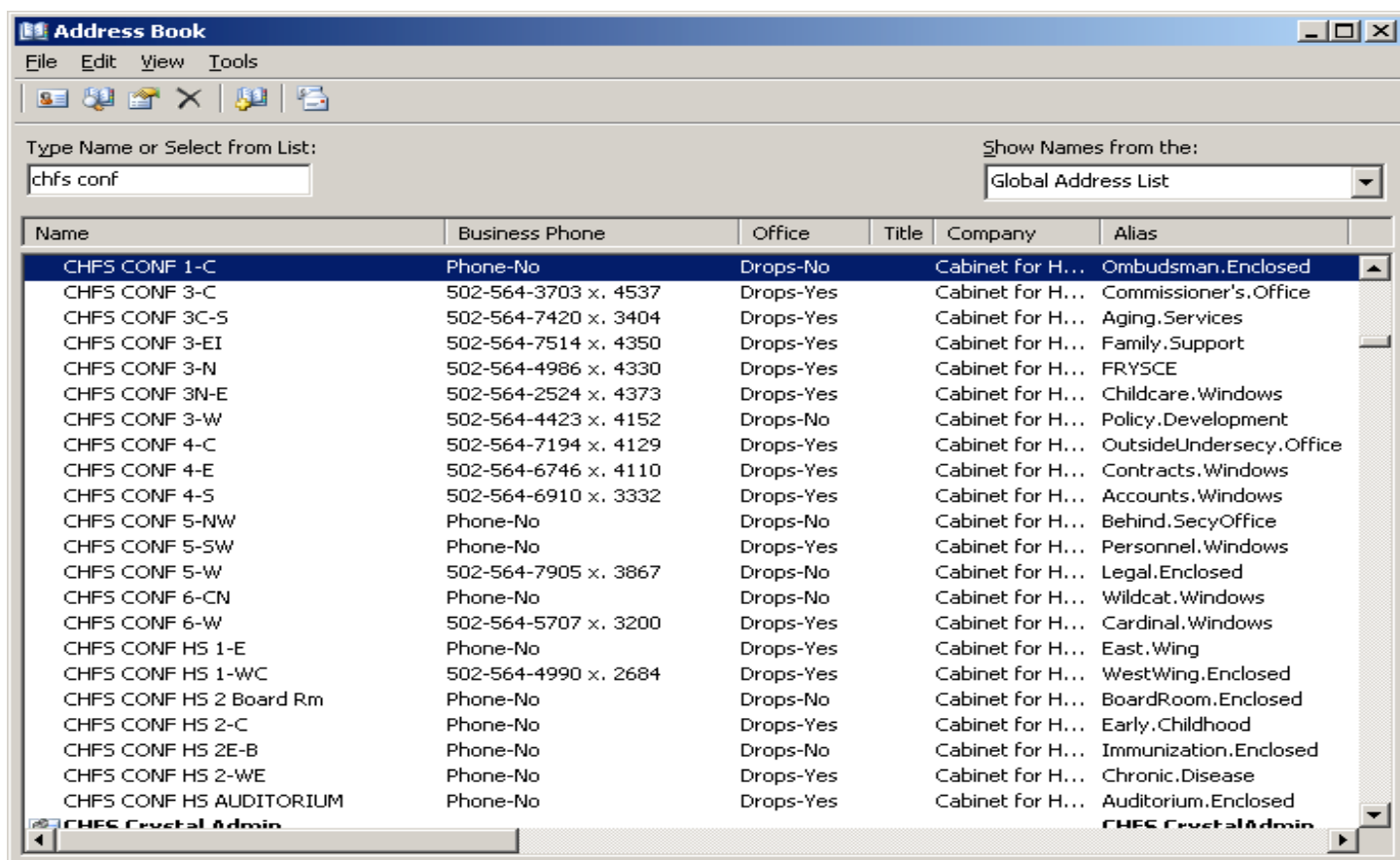


Reserving conference rooms via e-mail

As the screen shot below shows, the rooms are set up on the Global Address Listing, according to location. To help you visualize the location, a description of the program area located nearby, or the previous room name, is in the Alias column.

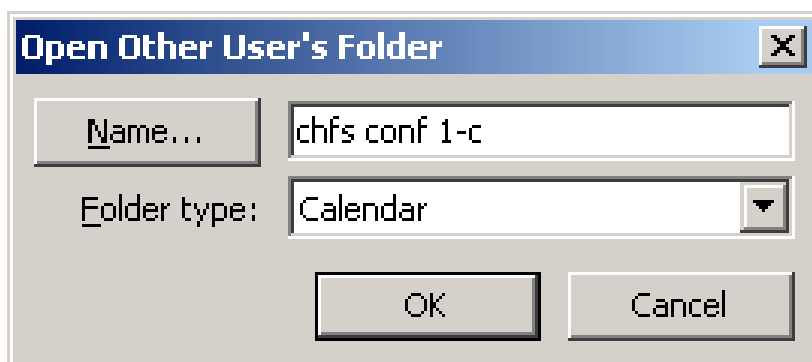
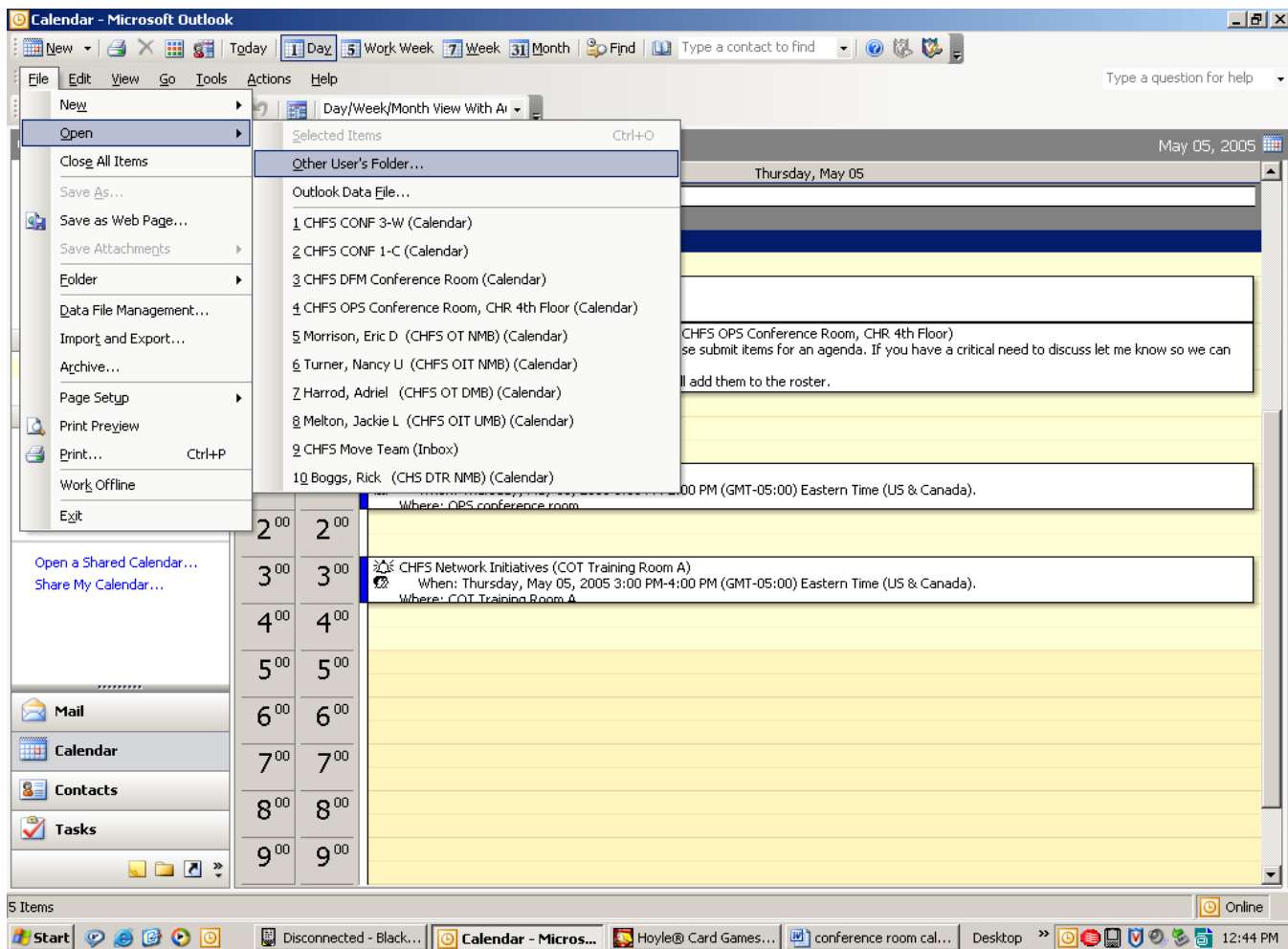
The list shows all available rooms as they appear in the Global Address Listing and includes services available within the room, such as a telephone (along with the phone number), or network drop for connectivity. The box marked Assistant on the conference room's properties page indicates the number of people the room is expected to accommodate.

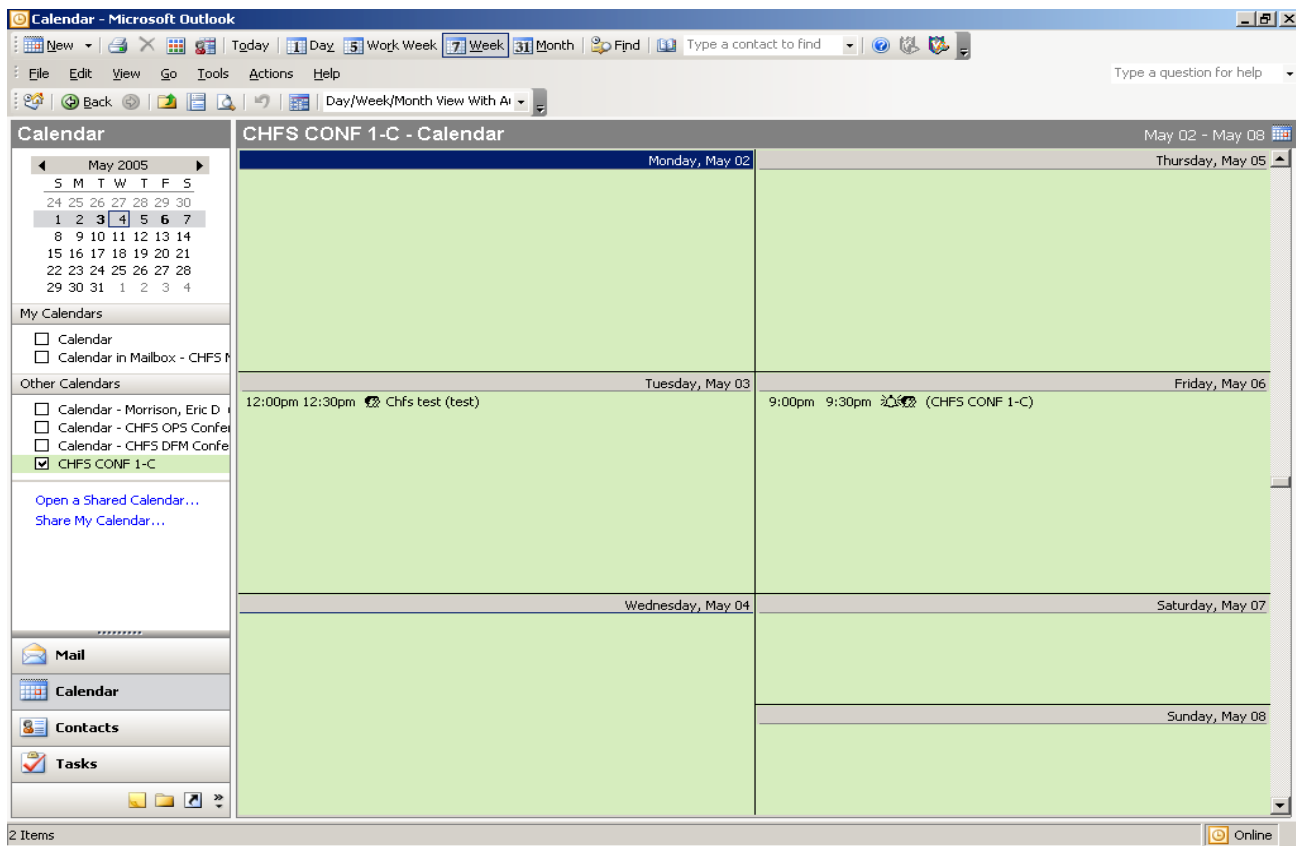


Name	Business Phone	Office	Title	Company	Alias
CHFS CONF 1-C	Phone-No	Drops-No		Cabinet for H...	Ombudsman.Enclosed
CHFS CONF 3-C	502-564-3703 x. 4537	Drops-Yes		Cabinet for H...	Commissioner's.Office
CHFS CONF 3C-5	502-564-7420 x. 3404	Drops-Yes		Cabinet for H...	Aging.Services
CHFS CONF 3-EI	502-564-7514 x. 4350	Drops-Yes		Cabinet for H...	Family.Support
CHFS CONF 3-N	502-564-4986 x. 4330	Drops-Yes		Cabinet for H...	FRYSCE
CHFS CONF 3N-E	502-564-2524 x. 4373	Drops-Yes		Cabinet for H...	Childcare.Windows
CHFS CONF 3-W	502-564-4423 x. 4152	Drops-No		Cabinet for H...	Policy.Development
CHFS CONF 4-C	502-564-7194 x. 4129	Drops-Yes		Cabinet for H...	OutsideUndersecy.Office
CHFS CONF 4-E	502-564-6746 x. 4110	Drops-Yes		Cabinet for H...	Contracts.Windows
CHFS CONF 4-S	502-564-6910 x. 3332	Drops-Yes		Cabinet for H...	Accounts.Windows
CHFS CONF 5-NW	Phone-No	Drops-No		Cabinet for H...	Behind.SecyOffice
CHFS CONF 5-SW	Phone-No	Drops-Yes		Cabinet for H...	Personnel.Windows
CHFS CONF 5-W	502-564-7905 x. 3867	Drops-No		Cabinet for H...	Legal.Enclosed
CHFS CONF 6-CN	Phone-No	Drops-No		Cabinet for H...	Wildcat.Windows
CHFS CONF 6-W	502-564-5707 x. 3200	Drops-Yes		Cabinet for H...	Cardinal.Windows
CHFS CONF HS 1-E	Phone-No	Drops-Yes		Cabinet for H...	East.Wing
CHFS CONF HS 1-WC	502-564-4990 x. 2684	Drops-Yes		Cabinet for H...	WestWing.Enclosed
CHFS CONF HS 2 Board Rm	Phone-No	Drops-No		Cabinet for H...	BoardRoom.Enclosed
CHFS CONF HS 2-C	Phone-No	Drops-Yes		Cabinet for H...	Early.Childhood
CHFS CONF HS 2E-B	Phone-No	Drops-No		Cabinet for H...	Immunization.Enclosed
CHFS CONF HS 2-WE	Phone-No	Drops-Yes		Cabinet for H...	Chronic.Disease
CHFS CONF HS AUDITORIUM	Phone-No	Drops-Yes		Cabinet for H...	Auditorium.Enclosed
CHFS Crystal Admin					CHFS CrystalAdmin

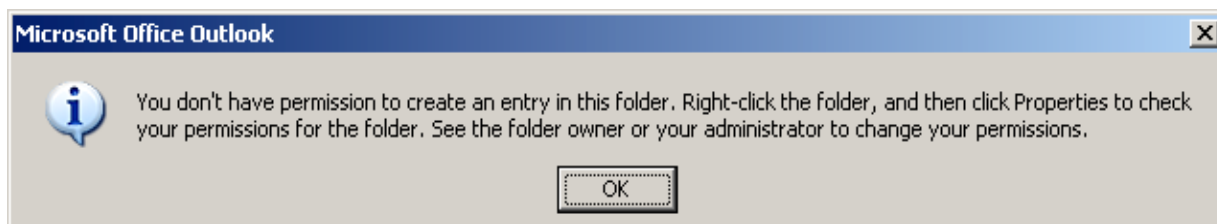
To find out if a particular conference room is available, select the Calendar button in Outlook. In the calendar, select File, then Open, then Other User's Folder.

When you select Open/Other User's Folder, the screen shown below will appear. Type in the name of the conference room you want to reserve. The calendar for that particular room will then appear, and you can see if it is available at the time you want to use it. NOTE: Although previously reserved rooms were converted into the calendar, you should check availability closely.





If you try to schedule a time within this area of the Calendar, you will receive the message below. This is to prevent meetings from being accidentally deleted by others or yourself.



The following screen shots and instructions show you how to schedule a conference room through the Outlook Calendar feature.

1. Open New Meeting Request in your own Calendar.

test - Invited Event

File Edit View Insert Format Tools Actions Help

Send Send Attachment Recurrence... Cancel Invitation

Appointment Scheduling

Invitations have not been sent for this meeting.

To...

Subject: test

Location: Label: None

Start time: Sat 5/7/2005 All day event

End time: Sat 5/7/2005

Reminder: 18 hours Show time as: Free

Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

Contacts... Categories... Private

2. In the GAL list, select the conference room you want to use and add it to the Resource section (see the screen shot below). If you add it as a regular attendee and not a Resource, it will not schedule. You can then add your other attendees in the Required or Optional section. This process will allow you to see the availability of the room as well as all attendees.

Select Attendees and Resources

Type Name or Select from List: chfs con Show Names from the: Global Address List

Name	Business Phone	Office
CHFS CONF 1-C	Phone-No	Drops
CHFS CONF 3-C	Phone-Yes	Drops
CHFS CONF 3C-S	Phone-Yes	Drops
CHFS CONF 3-EI	Phone-Yes	Drops
CHFS CONF 3-N	Phone-Yes	Drops
CHFS CONF 3N-E	Phone-Yes	Drops
CHFS CONF 3-W	Phone-Yes	Drops
CHFS CONF 4-C	Phone-Yes	Drops
CHFS CONF 4-E	Phone-Yes	Drops
CHFS CONF 4-S	Phone-Yes	Drops
CHFS CONF 5-NW	Phone-No	Drops
CHFS CONF 5-SW	Phone-No	Drops

Required -> Optional -> Resources -> CHFS CONF 1-C

Advanced OK Cancel

3. Once you press okay, the room will appear on your meeting request, as shown in the two screen shots below.

The screenshot shows the 'test - Meeting' window with the 'Appointment' tab selected. The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for Send, Attach, Recurrence, Cancel Invitation, and others. The main area contains the following fields:

- Invitations have not been sent for this meeting.
- To...: CHFS CONF 1-C
- Subject: test
- Location: CHFS CONF 1-C (dropdown) Label: None (checkbox)
- Start time: Sat 5/7/2005 8:30 AM (dropdown) All day event (checkbox)
- End time: Sat 5/7/2005 10:00 AM (dropdown)
- Reminder: 15 minutes (dropdown) Show time as: Busy (dropdown)
- Meeting Workspace... (checkbox) This is an online meeting using: Microsoft NetMeeting (dropdown)

At the bottom, there are buttons for 'Contacts...' and 'Categories...', and a 'Private' checkbox.

The screenshot shows the 'test - Meeting' window with the 'Scheduling' tab selected. The window displays a calendar view for Saturday, May 07, 2005, from 8:00 to 11:00. The meeting is scheduled from 8:30 AM to 10:00 AM, indicated by a green vertical bar. The left pane shows the 'All Attendees' list:

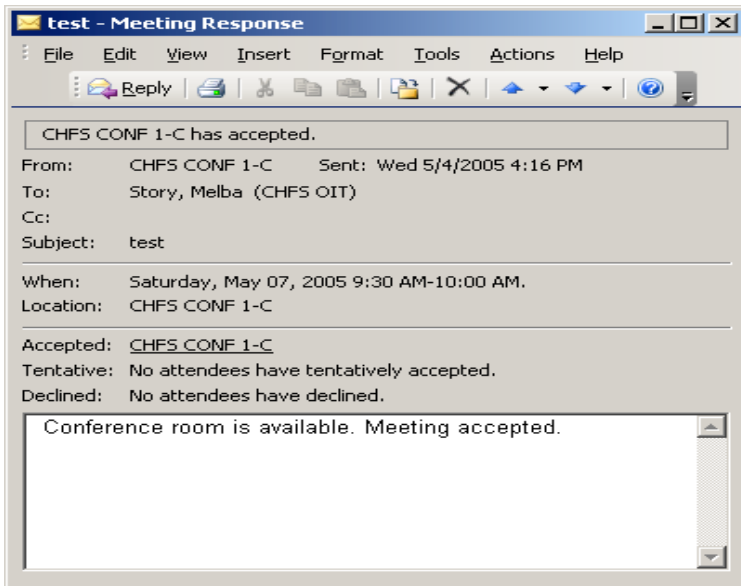
All Attendees	
	Story, Melba (CHFS OIT)
	CHFS CONF 1-C
Click here to add a name	

Below the attendees list are buttons for 'Add Others', 'Options', '<<', and 'AutoPick Next >>'. At the bottom, there are status indicators for Busy (blue), Tentative (blue diagonal lines), Out of Office (purple), and No Information (white). The meeting start and end times are confirmed as Sat 5/7/2005.

After you add any other relevant information, such as subject or meeting notes, hit Save and Close, then Send the request.

4. Once you Send the meeting request, you will receive an e-mail confirming that the room is available and your reservation will automatically be noted on the room calendar.

If someone was trying to schedule the same room at the same time and beat you to the punch, you will receive a notice that the room is not available. You must then select another room and notify the attendees of the change via the Outlook Calendar.



5. If you have to select a new room, you will receive a dialogue box to send an update to the attendees. If you cancel the meeting later via the Outlook Calendar, it will also send a message to the conference room mailbox and delete the meeting from the calendar. If you only change the meeting time, you will receive another response advising if the room is available for the new time and a prompt to notify the attendees.

